

IMPORTANT REGISTRATION INFORMATION

PARTICIPANT REGISTRATION

- Registration is \$75 on or before February 13 or \$125 after February 13.
- After March 9, only on-site registrations will be accepted if space is available. (On-site registration must include a check made payable to the STATE OF MICHIGAN.)
- No telephone registrations accepted.
- State agencies must use interagency transfers to pay registration fees. Procurement card use is not allowed.
- Questions? Call (517) 333-5325.
- OHSP is seeking 302 funding. Please check with us mid-January.

The Kellogg Center is a handicap accessible facility. Those needing special accommodations while attending the Michigan Traffic Safety Summit should contact Anne Readett at readetta@michigan.gov or (517) 333-5317 by Monday, March 2, 2009.

EXHIBITOR INFORMATION

- Non-profit exhibitor registration is \$75 on or before February 13 or \$125 after February 13.
- For-profit exhibitor fee is \$395.
- Exhibitor space is limited, so register early.
- March 2 is the deadline for exhibitor registration.
- Refreshment breaks will be held in the exhibit area.
- Exhibit fees include an eight-foot skirted table with two chairs.
- **SET-UP:** Tuesday, March 24, 5 – 8 p.m.
- **EXHIBIT:** Wednesday, March 25, 8 a.m. – 4:30 p.m. (one day only)
- **TAKE-DOWN:** Wednesday, March 25, 5 – 8 p.m.
- Questions? Contact Dan Vartanian at (517) 333-5322 or vartanid@michigan.gov.

REGISTRATION CONFIRMATION

If you provide an e-mail address, you will receive an electronic confirmation. Otherwise, confirmations will be mailed.

CONFERENCE REGISTRATION REFUND POLICY

Refunds will only be given if a written cancellation request is made on or before March 9.

REGISTRATIONS MAY BE FAXED OR MAILED

Payment must accompany registration. If paying by check, checks must be made payable to the STATE OF MICHIGAN.

FAX OR MAIL registration and payment information to:

Credit card payments only.Fax to: (517) 333-5756

Payment by checkMail to: Michigan State Police
Budget and Financial Services Division
714 S. Harrison Road
East Lansing, MI 48823

Payment by state agencies State of Michigan agencies **must use** interagency transfers to pay registration fees. Procurement card use is not permitted. (Make transfers to Index 51000, PCA 51400, COBJ 6160 and indicate transaction document number on the registration form.)

Law enforcement agencies OHSP is seeking 302 funding. Please check with us mid-January.

